

PHILIP MORRIS COMPANIES INC.

INTER-OFFICE CORRESPONDENCE
120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: Dede T. Bartlett
Margot Bodine
Alfonso Carney
Marlene Douglas
Robert Eck
William Lynch
Jayne Maher
Mary Ann Mazza
Kathleen McNamara
Norma Ramos
Tina Resta
Nikki Rodriguez
Eric Taussig
Karen Wallace
Roger Whidden

DATE: February 15, 1994

FROM: Charles R. Wall

RE: Notice of Disposal Suspension

We have received a document request that calls for certain records, most of which are already subject to Disposal Suspension under the Philip Morris Records Management Program. (Documents subject to Disposal Suspension are listed in Appendix A to the Records Management Manual.) To allow us to comply with the document request, disposal of all records relating to the following should be suspended:

1. Actual or proposed agreements, or any meetings, discussions, or communications between Philip Morris and other tobacco companies concerning:
 - (a) the manufacture of cigarettes,
 - (b) the sale of cigarettes,
 - (c) the pricing of cigarettes (including rebates and discounts),
 - (d) research and development of cigarettes, including limitations or restrictions on research and development, or


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TO: Distribution
RE: Notice of Disposal Suspension
February 15, 1994
Page Two

- (e) product innovation, including limitations or restrictions on product innovation.
- 2. Weekly, monthly, semi-annual, or annual reports concerning the research and development of cigarettes.
- 3. The manufacture, sale, or research and development of fire safe, self extinguishing, or reduced ignition propensity cigarettes.
- 4. The Technical Study Group on Cigarette and Little Cigar Fire Safety (a group created by the Cigarette Safety Act of 1984 to oversee studies on the ignition propensity of cigarettes) and its successor, the Technical Advisory Group (created by the Fire Safe Cigarette Act of 1990).
- 5. Any proposal or attempt by Philip Morris to avoid or limit the production of documents in response to a document request or a governmental demand for documents.
- 6. Agreements or proposed agreements with Philip Morris employees or former employees prohibiting the disclosure of information concerning cigarettes, including confidentiality agreements.
- 7. Policies concerning the retention or destruction of documents.

Please call me if you have any questions.

Thank you.



/lw

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PHILIP MORRIS COMPANIES INC.

INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: William Lynch III
FROM: Charles R. Wall
SUBJECT: Document Retention

DATE: February 7, 1994

Because of litigation involving Philip Morris Industrial, Milprint Inc. and Polymer Industries, I would appreciate it if you would suspend the destruction of all documents relating to those entities until further notice from me.

These entities are now doing business as Colonial Heights Packaging Inc., and documents regarding that corporation should also be kept until further notice.

Thank you.



/lw

cc: Arthur A. Vogel, Jr., Esq.
Quarles & Brady

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PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE
120 PARK AVENUE, NEW YORK, N.Y 10017-5592

TO: Distribution

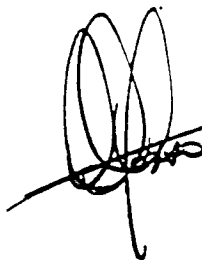
DATE: June 25, 1993

FROM: A. L. Carney, Jr.

SUBJECT: *Disposal Suspension of Records*

The attached Notice of Disposal Suspension is circulated in accordance with the Philip Morris Records Management Policy. Please distribute it to those members of your staff who may have relevant records.

Att.



Distribution:

PM USA:

W. I. Campbell
S. C. Parrish
L. Wexler
J. Nelson
J. Morgan
H. Steele

PM International:

L. Greher
L. Pollak

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NOTICE OF

- ☒ **DISPOSAL SUSPENSION.** The disposal of the records described below is hereby suspended until further notice.
- ☐ **DISPOSAL SUSPENSION RELEASE.** The Disposal Suspension of the records described below is hereby released. These records should now be maintained according to the applicable records retention schedule(s).

To: 1. Bill Lynch DATE: 6/25/93
(Responsible Records Management Group)

2. Records Coordinator: _____
(name)

3. Head of Operating Department: _____
(name)

4. Others: _____

INITIATED BY: Philip Morris Corporate Tax: _____
(name)

Philip Morris Corporate Legal: A. L. Carney, Jr.
(name)

GENERAL DESCRIPTION OF RECORDS

See attached April 16, 1993 memo including but not limited to any records from 1990 to the present relating to:

- the business strategy announcement made by Philip Morris on April 2, 1993;
- premium cigarette pricing;
- discount cigarette pricing;
- cigarette brand market share.

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PHILIP MORRIS

COMPANIES INC.

120 PARK AVENUE, NEW YORK, N.Y. 10017-5592 • TELEPHONE (212) 880-5000

April 16, 1993

PRIVILEGED AND CONFIDENTIAL

TO: The Board of Directors of Philip Morris Companies Inc.
Officers of Philip Morris Companies Inc.
Officers of Philip Morris Incorporated

FROM: Murray H. Bring *MH*

RE: Preservation of Documents
Concerning Shareholder Litigation

The Company has been named as a defendant in shareholder class action litigation which alleges improper disclosure of the effect of discount cigarette competition on the Company's cigarette business. This type of litigation frequently follows the announcement of adverse business developments or stock market reaction to those developments. We fully intend to defend these lawsuits vigorously and, when appropriate, we will move to dismiss them. However, as a routine precaution, it is important that the Company preserve all records, including documents, notes, drafts and computer records, that may be relevant to this litigation. Accordingly, employees should not, without first consulting Alfonso L. Carney, Jr. of the Legal Department, discard, destroy or erase any records concerning discount cigarette competition, the sale and marketing of Mariboro and other premium brands, or the Company's recently announced business strategy for its cigarette business. Officers should advise all affected personnel immediately of this directive, particularly those persons having tobacco sales, marketing, planning and corporate affairs responsibilities.

If you have questions as to whether any particular document or group of documents may be relevant to the litigation, please consult the Legal Department.

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TO: 1. WM LYNCH DATE: 9/9/92
 (Responsible Records Management Group)

2. Records Coordinator: ROSE FALZONE
 (name)

3. Head of Operating Department: FRAN GOEHL
 (name)

4. Others: RISK MANAGEMENT - E. DIMEZIT / J. STAW

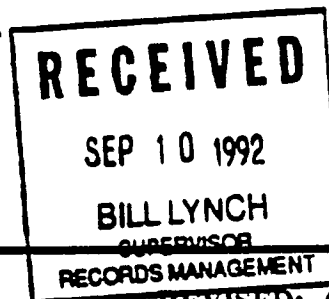
INITIATED BY: Philip Morris Corporate Tax: _____
 (name)

Philip Morris Corporate Legal: CLARE PURCELL
 (name)

GENERAL DESCRIPTION OF RECORDS

FOR GRIFFIN V PM -

- ALL RECORDS RELATED TO OUR RELATIONSHIP W/ D'JEEP LIGHTERS OR GENERAL CIGAR SINCE 1987 INCLUDING BIDDING INFO, PURCHASE ORDERS ETC
- RECORDS OF ALL CLAIMS, SUITS OR COMPLAINTS PRIOR TO 10/88, INVOLVING LIGHTERS.



ISSUED: 10/89

7-9

REVISED: 06/92

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NOTICE OF

- ☒ **DISPOSAL SUSPENSION.** The disposal of the records described below is hereby suspended until further notice.
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TO: 1. WILLIAM LYNCH DATE: 7/27/92
(records management group)

2. Records Coordinator: ELSA MATERO
(name)

3. Department Head: S. LIZZA
(name)

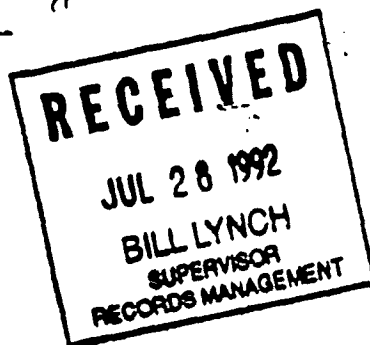
4. Others: _____

INITIATED BY: Philip Morris
Corporate Tax Department: _____
(name)

Philip Morris U.S.A. Legal
Department Representative: CHARC PORCEU
(name)

GENERAL DESCRIPTION OF RECORDS

ALL SECTION 6 FTC REPORTS
"SPECIAL REPORT FOR CALENDAR
YEAR _____"



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NOTICE OF

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TO: 1. WM. LYNCH DATE: 3/6/92
(records management group)

2. Records Coordinator: C. PURCELL / C. CARROLL
(name)

3. Department Head: S. PARISH
(name)

4. Others: C. R. WALKER

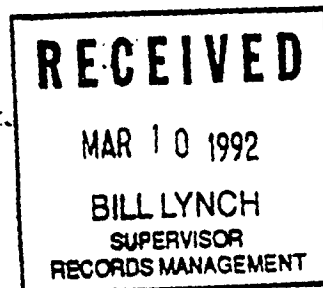
INITIATED BY: Philip Morris
Corporate Tax Department: _____
(name)

Philip Morris U.S.A. Legal
Department Representative: Clare Purcell
(name)

GENERAL DESCRIPTION OF RECORDS

BOX BW2825 (HOLTZMAN)
1980 - 1985 ADDITIVES

FAXED
FAXED



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NOTICE OF

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TO: 1. WM. LYNCH
(records management group)

DATE: 3/2/92

2. Records Coordinator: C. PURCELL
(name)

3. Department Head: S. PARRISH
(name)

4. Others: _____

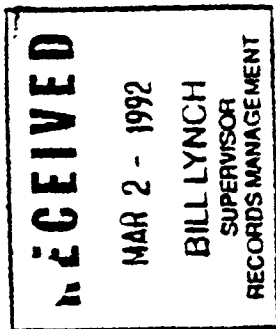
INITIATED BY: Philip Morris
Corporate Tax Department: _____
(name)

Philip Morris U.S.A. Legal
Department Representative: Clare C Purcell
(name)

GENERAL DESCRIPTION OF RECORDS

BOX 61A18:

A. HOLTZMAN FILES, LEGISLATIVE
AND REGULATORY MATTERS SUSPENDED
DUE TO SMOKING AND HEALTH LITIGATION
DISPOSAL SUSPENSION (SCHED. B #3, C, d, k #12,
#13)



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NOTICE OF

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- ☐ DISPOSAL SUSPENSION RELEASE. The disposal suspension of the records described below is hereby released.

TO: 1. Bill Lynch - NYO DATE: 12/13/91
(records management group)

2. Records Coordinator: All in Marketing, Planning, Finance
(name)

3. Department Head: H. Steele, L. Wexler, D. Dangoor
(name)

4. Others: _____

INITIATED BY: Philip Morris
Corporate Tax Department: _____
(name)

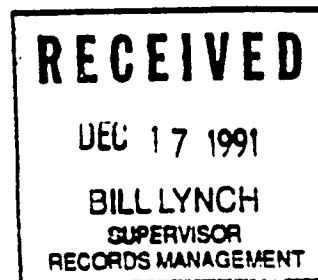
Philip Morris U.S.A. Legal
Department Representative: Clare Purcell
(name)

GENERAL DESCRIPTION OF RECORDS

Any documents related to:

Marketing, Promotion, Advertising, Sales, Planning, Market Research
Budgets and documents on manufacturing capacity and volume
projected and actual shipments, market share, revenues, costs
and profitability for the following products:

Virginia Slims Superslims
TRIM I, IV, V and VI
B&H Select Thins
Elan
B&W's Capri brand
B&W's Barclay Lights Ultra Thins



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NOTICE OF

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TO: 1. William Lynch DATE: 11/5/91
(records management group)

2. Records Coordinator: _____ (name)

3. Department Head: J Nelson (name)

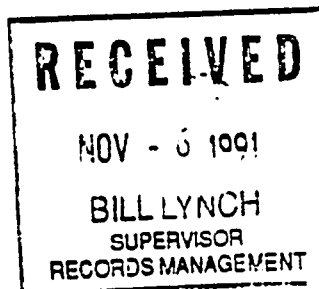
4. Others: Record Coordinator - Corp. Affairs Ingrid Schleimer
sent her
copy 11/6/91

INITIATED BY: Philip Morris
Corporate Tax Department: _____ (name)

Philip Morris U.S.A. Legal
Department Representative: C. PURCELL (name)

GENERAL DESCRIPTION OF RECORDS

ETS RELATED RECORDS
DUE TO BRWIN V BM



ISSUED: 10/02/89

8-6

REVISED: 12/14/90

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NOTICE OF

- ☒ **DISPOSAL SUSPENSION.** The disposal of the records described below is hereby suspended until further notice.
- ☐ **DISPOSAL SUSPENSION RELEASE.** The disposal suspension of the records described below is hereby released.

TO: 1. William F. Lynch, III DATE: 07/18/91
(records management group)

2. Records Coordinator: Maureen McDermott

3. Department Head: William I. Campbell
(name)

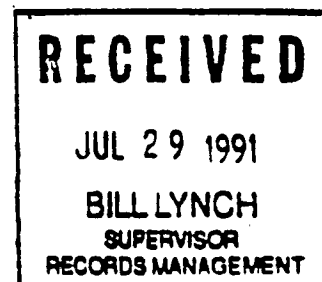
4. Others: _____

INITIATED BY: Philip Morris
Corporate Tax Department: _____

Philip Morris U.S.A. Legal
Department Representative: Arthur J. DeBaugh (name)
HUNTON & WILLIAMS
(name)

GENERAL DESCRIPTION OF RECORDS

Carlstadt Records Center carton no. BW25396



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NOTICE OF

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TO: 1. Cecelia McLaughlin DATE: 3/19/91
(records management group)

2. Records Coordinator: Oliver Parrish
(name)

3. Department Head: JC Parrish
(name)

4. Others: _____

INITIATED BY: Philip Morris
Corporate Tax Department: _____
(name)

Philip Morris U.S.A. Legal
Department Representative: Clare Churchill
(name)

GENERAL DESCRIPTION OF RECORDS

BW5315 - 1988 - 1990 Smoking and Health
Council Training Files,
Legal Conferences

Completed
per SS 3/22/91

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NOTICE OF

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TO: 1. Wm. LUNCH / C. McLAUGHLIN DATE: 3/6/91
(records management group)

2. Records Coordinator: C. PURCELL
(name)

3. Department Head: SC PARRISH
(name)

4. Others: _____

INITIATED BY: Philip Morris
Corporate Tax Department: _____
(name)

Philip Morris U.S.A. Legal
Department Representative: Alan Purcell
(name)

GENERAL DESCRIPTION OF RECORDS

*Files regarding our trade association
participation from 1988-1990 from Mr.
J. Resnik's office.*

BW 4836 - Tobacco Institute

BW 4837 - Tobacco Institute

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